



**Request for Qualifications
Evaluation and Report Preparation
For the
First 5 Placer Children and Families Commission**

Timeline

DATE	ACTIVITY
July 1, 2006	Release of the Request for Qualifications (RFQ)
August 25, 2006	Statements of Qualifications are due to the Commission office by 5:00 p.m.
September, 2006	Interviews with Selected Bidders
October, 2006	Present Recommendation to the Commission for Approval
January, 2007	Contract resulting from this RFQ begins

Invitation to Submit Bids

The First 5 Placer Children and Families First Commission invites bids for a consultant and/or consultant organization to enter into an independent contract with the Commission to conduct on-going evaluation activities consisting of data collection, data analysis, interpretation of data, and preparation of reports of findings for local Commission evaluation of its funded partners. In addition, the evaluation consultant would prepare and submit reports that are required under the First 5 California evaluation and reporting framework. The Commission is looking for a long-term mutually beneficial independent contract relationship with a qualified evaluator to assist the Commission in its efforts to achieve sustainable outcomes on behalf of children 0-5 and their families in Placer County and to comply with the reporting and evaluation framework promulgated by First 5 California.

Expectations of Evaluation Consultant

The following are the 4 primary products and general expectations the Commission has of the First 5 - Placer Evaluator:

1. Individual Partner Evaluation - What Outcomes is each First 5 - Placer partner achieving? This evaluation would include a revised version of the partner data

turned in at the First 5 Placer Learning Conversations, as well as information from the Learning Conversation notes (See Attachment A for a description of the Learning Conversation). The evaluation report from the perspective of the evaluator would be more concise, objective, and critical than the Learning Conversation data and notes.

2. Strategic Result Area Evaluation - What Outcomes is First 5 - Placer achieving in each Strategic Result Area? This evaluation would pull all of the partner evaluations into each Strategic Result Area and develop a summary report for that area. For a description of the Strategic Result Areas please review the [First 5 Placer, Strategic Plan 2005-2007](#)

3. First 5 - Placer Countywide Outcomes Evaluation - What Outcomes is First 5 - Placer contributing to achieving overall? This evaluation would pull all of the Strategic Result Area evaluations into one overall summary report.

4. First 5 - California Evaluation and Annual Reports – Each county commission is mandated to provide information for a state evaluation framework and an annual report. This would involve setting up and maintaining a system for collecting data from each contracted partner including state funded initiatives such as School Readiness and CARES throughout the year that would be aggregated for the required evaluation and report. The Evaluator would prepare the report with input from staff and, in conjunction with First 5 staff, present it to the Commission as part of the required local public hearing.

Working with the First 5 Placer Team

In addition to the above, and as a part of the First 5 - Placer team, the evaluator would (keeping in mind the perspective of an evaluator):

- a. Assist in development and implementation of the evaluation aspects of Strategic Plans.
- b. Assist in the development and implementation of funding processes to ensure that an evaluative outcome approach is used from the very beginning.
- c. Assist in development of partner contract Scopes of Work (SOW), focusing on:
 - Outcome statements that capture desired conditions and/or behaviors that can be reasonably evaluated
 - Identifying Performance Measures that sufficiently and reasonably demonstrate achievement of outcomes and meet other evaluation needs and requirements.

- d. Participate in Learning Conversations to assist in the evaluation of the achievement of Outcomes
- e. Participate in First 5 - Placer meetings and events as necessary to stay connected to the First 5 Placer larger context (Executive Finance Committee, Community Resource Committee, Children and Families Commission, Partner Network Learning Conversations, and staff team meetings).
- f. Participate in First 5 - California activities/meetings related to the statewide evaluation framework to assist First 5 Placer in complying with state evaluation and reporting requirements.
- g. Provide technical assistance/training as appropriate that supports funded partner data responsibilities and Commission understanding of data and outcomes so that the Commission can continue to make outcome-oriented funding, program and policy decisions.

Overview of First 5 Placer's Approach

The First 5 Placer Children and Families Commission was created in 1998 following approval of Proposition 10, the California Children and Families First Act. The Act funds County Commissions to provide, on a community-by-community basis, a comprehensive, integrated system of early childhood development services. These services enhance the emotional, physical and intellectual foundation for every child so they develop the potential to become productive, well-adjusted members of society. The First 5 Placer Commission is composed of nine members appointed by the Board of Supervisors. First 5 Placer's strategic plan www.placer.ca.gov/cfc approved in 2000, and revised in 2004, describes the Commission's vision, mission, and strategic result areas.

To support outcome based funding decisions within its strategic result areas, First 5 Placer has been implementing a results-based accountability evaluation framework that involves regular, periodic and strategic data collection and analysis to assess whether or not service strategies funded by First 5 Placer are achieving the desired outcomes for service recipients.

To accomplish this assessment, information (i.e., data) about outcomes (behaviors/and or conditions) as well as process outcomes (number of children seen, demographics, and number of services provided) to First 5 participants is collected at the individual participant level. This data is reviewed in a facilitated Learning Conversation that attempts to determine the degree to which outcomes are being achieved.

These data collection and analysis activities provide the opportunity to assess the intensity of services delivered but also to assess the potential contribution of

services to outcomes for First 5 participants. The Commission uses the above information to design future strategies and make funding decisions, and its partners (i.e., contractors) use the information for program improvement.

Bidders Qualifications

- Experience in and capacity to conduct database management and analysis
- Demonstrated experience analyzing social service and early childhood development program data and producing written reports synthesizing and explaining findings including the development of GIS maps as needed.
- Preferred knowledge of and experience in outcomes-based program evaluation and/or the Mark Friedman Results-Based Accountability framework
- Familiarity with issues facing young children and families in California
- Project staff are capable of participating in a team approach and has the appropriate qualifications, relevant experience, size and structure to conduct the required tasks
- Familiarity with the First 5 California evaluation framework and annual report requirements.

Proposed Budget

Bids for the cost of the project should be submitted using a line-item format, covering all annual costs to provide the services requested in this RFQ along with a brief description of the purpose of the costs.

INDEPENDENT CONTRACTOR

The Evaluation Consultant will be an independent contractor and not an agent, officer or employee of the First 5 Placer Children and Families Commission or the County of Placer.

Contact Information

Questions regarding this RFQ should be directed to:

Don Ferretti, Executive Director
First 5 - Placer
379 Nevada Street
Auburn, CA 95603
(530) 886.1824
dferrett@placer.ca.gov

Bid Format

Use 12-point font, single-spaced and single-sided, on 8½ x 11 white paper, with at least 1" margins.

I. **Background and Experience (2 page maximum)**

Please provide a description of yourself and/or your organization. This description should include your or your organization's primary purpose and function in the field of evaluation, philosophy (e.g., mission, vision and values), client volume, how long you or your organization has performed the type of work requested in this RFQ, and the general range of evaluation functions in which you and/or your organization has experience. Please also describe your specific expertise as it relates to the analysis of data (both quantitative and qualitative) and presentation of findings in written format. Discuss any grants/contracts awarded by any other First 5 Commissions, and your familiarity with issues facing young children and their families in California.

II. **Scope of Work (3 page maximum)**

The description should provide details regarding how you will approach the work described in this RFQ (e.g., what statistical analysis techniques will be used) and the analysis of the data necessary to complete the reports required under the First 5 California evaluation framework. Provide anticipated project costs in the line-item budget.

The total number of pages for items I and II must not exceed 5 pages.

Required Attachments

In addition to Sections I - II above, please include the following attachments with the Statements of Qualifications:

1. **Statement of Qualifications Cover Sheet** – Complete the enclosed statement of qualifications cover sheet (Attachment B). The Cover Sheet should be the first page of your submittal.
2. **Budget** – Provide projected costs and a brief description of budget line items.
3. **Résumés** – Include the résumés of the staff expected to work on this project.
4. **List of References** – Provide a listing of the names, addresses, telephone numbers, email addresses (if applicable), and agency contacts of no more than three (3) former clients and the title of the project completed. The Commission may contact some or all of the bidder's references as part of its review process.

Bidders invited to interviews will be asked to:

- Respond to structured questions on the scope of work and proposed budget.

- Bring samples of work referenced in your bid along with the current status of the projects.

Submit one (1) signed original and three (3) copies of the above to:

Don Ferretti, Executive Director
First 5 - Placer
379 Nevada Street
Auburn, CA 95603
ATTN: EVALUATION RFQ

Bids can be mailed or hand-delivered and must be received at the Commission office by 5:00 p.m. on August 25, 2006. **Late bids or faxed or emailed bids will not be accepted.**

The Commission may, at its sole discretion, reject any or all applications submitted in response to this RFQ. The Commission also reserves the right to cancel this RFQ, at its sole discretion, at any time prior to execution of an agreement or contract. The Commission shall not be liable for any costs incurred in connection with the preparation of any application submitted in response to this RFQ.

All First 5 Placer Children and Families Commission decisions relating to this RFQ process are final.

What is a Learning Conversations on Achievement of Outcomes?

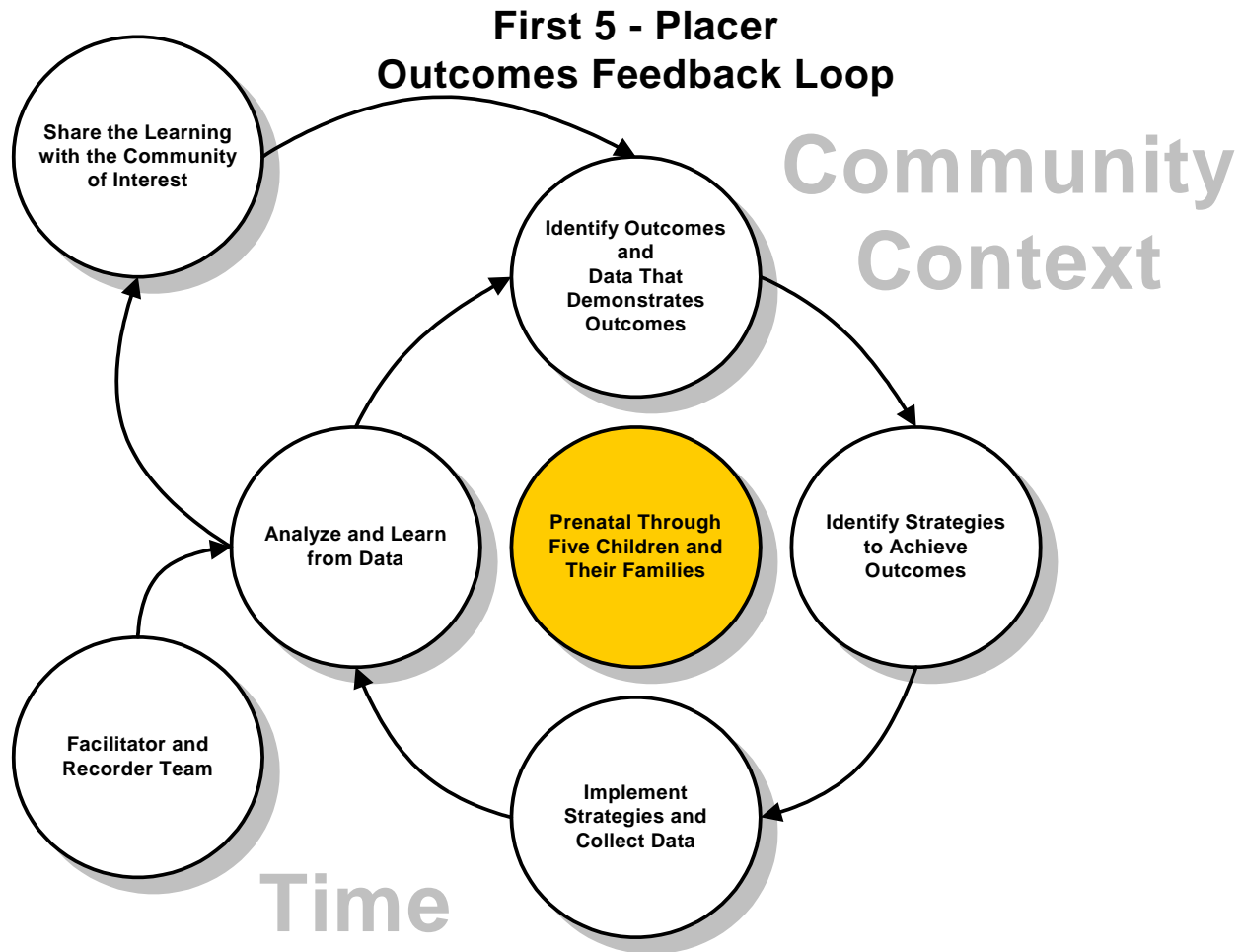
“Evaluation is approached as a continuous learning opportunity to improve services and outcomes. This is done in a partnership between First 5 and its Partner Network in order to discover the best approaches to achieving and sustaining comprehensive child, family and community outcomes, rather than as a means to control or coerce services delivery partners”. First 5 -Placer

From the very beginning, the work of the First 5 Placer Children and Families Commission has been results oriented. Starting with an inclusive community planning strategy that focused on outcomes and culminating in our innovative “Request for Results” application process. This continued with the provision of technical assistance to help our funded partners articulate outcomes (behaviors and/or conditions) and define performance measures (both qualitative and quantitative) to demonstrate achievement of outcomes.

We have a deep appreciation for the central role of generative relationships in the First 5 Partner Network that has been formed to provide services for children 0-5. Timely information flow is critical to the healthy development of these relationships and we are fostering that information flow by sharing the learning from our data conversations. To do this we set up meetings with each funded partner where we create a safe place for conversation, analysis and communication related to data that has been collected to demonstrate achievement of outcomes. A neutral third party facilitates the conversations using a method developed by the Institute of Cultural Affairs known as the “Focused Conversation”. This method is also known as the Learning Conversation. A scribe records key points made during the conversation. At the end of the conversation the scribe’s notes are reviewed to capture any highlights and learning and next steps that emerged and that information is sent electronically to the entire Partner Network.

The theory is that our Partner Network is an adaptive interconnected system much like the neurons in the young child’s brain. By providing a simple feedback loop to exchange outcome data (i.e., information) from one part of the system to the rest of the system we hope to foster system-wide knowledge about what is happening with our 0-5 population countywide. It is our hope that this information flow and relationship building will create sustainable linkages throughout the Partner Network that will help it adapt and provide meaningful, results-oriented services for children prenatal through 5 years of age for years to come.

To read previous Learning Conversation notes and for more information about the Learning Conversation check our web page at www.placer.ca.gov/cfc under the title [Learning Conversations on Achievement of Outcomes](#)



ATTACHMENT B

Statement of Qualifications Cover Sheet

Name of Bidder Assuming Legal Responsibility:			
Address:			Suite#
City:		State:	Zip Code:
Phone:		Fax:	
Contact Person:		Title:	
Address:			Suite#
City:		State:	Zip Code:
Phone:		Email:	
 Signature of Submitting Official: _____			
 Printed Name of Submitting Official: _____			